

# 2012 Attendance Controller®

Please Print

Name: \_\_\_\_\_  
Last First Middle

Department: \_\_\_\_\_ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee/Payroll # \_\_\_\_\_

Vacation Time: \_\_\_\_\_ Sick Time: \_\_\_\_\_

## Codes

A - Additional Hours	J - Jury Duty	U - Unexcused
B - Bereavement	K - Termination	V - Vacation
C - Partial Hours Worked	L - Leave of Absence	X - Illness in the Family
D - Doctor's Appointment	M - Military Leave	Y - Floating Holiday
E - Excused	N - No Call/No Show	Z - Last Day Worked
F - FMLA	P - Personal	- - - - -
H - Holiday	S - Suspension	- - - - -
I - Illness - Self	T - Tardy	<input type="checkbox"/> = Legal Public Holidays

### January

S	M	T	W	T	F	S	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

### February

S	M	T	W	T	F	S	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29				

### March

S	M	T	W	T	F	S	Total
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19		21	22			
25	26		28		30		

Notes \_\_\_\_\_

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### April

S	M	T	W	T	F	S	Total
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
		17	18			21	
22	23	24	25	26	27	28	
29	30						

### May

S	M	T	W	T	F	S	Total
				3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

### June

S	M	T	W	T	F	S	Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

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### July

S	M	T	W	T	F	S	Total
	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

### August

S	M	T	W	T	F	S	Total
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

### September

S	M	T	W	T	F	S	Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

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### October

S	M	T	W	T	F	S	Total
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

### November

S	M	T	W	T	F	S	Total
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

### December

S	M	T	W	T	F	S	Total
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

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